


Gluing area 0.25 inch area from top trim edge. Must have no art/type in this area.

NCR Form Template with numbering  
FINISHED SIZE: 5.5" x 8.5" WITH NO BLEED  
1/8 inch around all edges must  
be clear of any artwork or type.  
1/4 inch from glue edge must also  
be clear of any artwork or type.

GREEN LINE is IMAGE area  
All artwork and type must appear inside this area.  
Nothing can print beyond this area.



RED LINE is CUT Line  
Finished Product will be cut to this line



No artwork or type can appear in the gray area along each side

For NCR Forms with numbering, we require  
3 files to be supplied with the order:

- 1) Print PDF file with no numbering
- 2) Sample jpeg file showing how and where  
the numbers print on the form.

Numbers can be printed in black or red.

Example:

**#00123**

- 3) A database Excel csv file containing the range  
of numbers for printing.